

BENEFIT ISSUANCE LIST



CHAPTER 4

BENEFIT ISSUANCE LIST

Features of Accurate Master List or Benefit Issuance List	4.1
Sample #1 Benefit Issuance List.....	4.2
Verification Detail Report	4.3
Sample #2 Verification Detail Report.....	4.4

FEATURES OF ACCURATE MASTER LIST OR BENEFIT ISSUANCE LIST

This chapter discusses generated roster(s) (or benefit issuance lists) used to record the determination and verification of meal benefits. The roster(s) printouts must include the child's name, date of eligibility, category of benefits, denials, withdrawals, transfers and verification results. The roster(s) should be updated periodically (at the beginning of the school year and then once a month thereafter). The date and determining official's signature must be recorded on each roster(s).

The cashier must have an up-to-date accurate master list of free and reduced students.

- Category determinations must be accurately recorded on the master roster and maintained throughout the year by the school site the student is attending.
- Master roster must accurately reflect the eligibility of students for free and reduced meals.
- Master roster must be updated as changes occur (withdrawals, additions, changes in category). All changes are dated to reflect when they occurred.
- Roster(s) must be clearly coded for person recording meal counts.
- Accuracy of roster must be checked by a school staff member not involved in routine maintenance of roster.

Applications must be Readily Retrievable for State Agency Review

Whether the applications are kept in the Supervisor's Office or in each school is the supervisor's choice. However, maintenance is easier if they are kept in the same order as the list, alphabetical or otherwise. Organization is simplified if you number the applications as you receive them.

When a student withdraws from school, the date must be recorded on the list and on the application, which is then put into the inactive file.

SAMPLE #1
BENEFIT ISSUANCE LIST
SCHOOL NAME
DATE, YEAR

FREE

Student Name	Free	Grade	Date of Application Approval	Status	Date	Comment
Anderson, John		10	09/09/Year	W	10/31/Year	Moved
Bell, Tim		11	09/09/Year	T	10/13/Year	Transferred to Joslin
Evans, Lisa	1	12	11/15/Year	TEMPF		
Morton, Doug	1	11	01/05/Year	TEMPF		
Total	2					
W=Withdrawal						
E=Entry						
T=Transferred						
TEMPF=Temporary Free						

SCHOOL NAME
DATE, YEAR

REDUCED

Student Name	Reduced	Grade	Date of Application Approval	Status	Date	Comment
Anders, Sue	1	12	10/01/year	E		
Bell, Tim		11	09/09/year	T	10/13/year	Transferred to Joslin
Davis, Amy	1	12	11/15/year	TEMPR		
Wolf, Fred	1	11	01/05/year	TEMPR		
Total	3					
W=Withdrawal						
E=Entry						
T=Transferred						
TEMPR=Temporary Reduced						

Benefit Issuance List Verification Detail Report

A master list of free and reduced price students could be generated from this spreadsheet

For verification only, complete the number of Free and Reduced students and applications received by

Verification Report for SY:

Eligibility Status

F = Free

R = Reduced

D = Denied

FT = Free Temporary

RT = Reduced Temporary Eligibility Status

W = Withdrawn

Racial Identity

A = Asian

☐ W=White

☐ B=Black or African American

☐ IN=American Indian or Alaska Native

☐ PI=Native Hawaiian or Other Pacific Islander

☐ O=Other

Ethnic Identity

☐ H=Hispanic or Latino

☐ NH=Non Hispanic or Latino

Total Amount:

October 1st

Free

Reduced

[illegible]

Sample #2 for Benefit Issuance List Verification Detail Report

A master list of free and reduced price students could be generated from this spreadsheet

For verification only, complete the number of Free and Reduced students and applications received by

Verification Report for SY: 20XX

Eligibility Status

F = Free

R = Reduced

D = Denied

FT = Free Temporary

RT = Reduced Temporary

W = Withdrawn

Eligibility Status

Englishity Status			
14	5	1	1

Racial Identity

2	A =Asian	
9	W=White	Total A
3	B=Black or African American	
1	IN=American Indian or Alaska Native	
1	PI=Native Hawaiian or Other Pacific Islander	
1	O=Other	

Ethnic Identity

3	H=Hispanic or Latino
1	NH=Non Hispanic or Latino

Total Amount:

	Free					Reduced		
t:	0	3	1	1	10	6	5	5

October 1st

[illegible][illegible]